# **CRC Event Support Request: Thursday, April 18, 2019**

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| **Type of Event:** | | | Choose an item. | | | If Other: Click here to enter text. | | | |
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| **Chairperson of the Event  (Full Name with title):** | | | Click here to enter text. | | | | | | |
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| **Chairperson’s Email:** | | | Click here to enter text. | | | | **Chairperson’s Mobile:** | | Click here to enter text. |
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| **Title of the Event:** | | | Click here to enter text. | | | | | | |
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| **Arabic Title of the Event:** | | | Click here to enter text. | | | | | | |
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| **Event Duration:** | | | **From:** Click here to enter a date. **To:** Click here to enter a date. | | | | | | |
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| **Type of Support:** | Full Support **(please select the options you require)**  Budgeting (KU/KFAS/Sponsors)  Website Design/Development  Online and Onsite Registration System  Scientific Support (Database / Abstract)  Logistical Support (Arrangements for gifts, printing, refreshments, social events, Speaker accommodation and transport)  Media (Newspaper / Social Media)  Evaluation of the Speakers and the Event  E-Certificate for the Attendees | | | | Office Support **(please select the options you require)**  Invitations  Email Advertisements (HSC, MOH, Previous participant database, HSC Website, HSC Bulletin Board, Plasma TVs)  Social Media (KU Twitter, Facebook and Instagram) and Media (Kuwait TV and Radio)  Internal Reservations  KIMS Partial Support (CME) – KIMS Registration only for credits  KIMS Full Support (CME) – includes the Online Registration System, Evaluation and E-Certificate. | | | | |
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| **Note:** | | 1. Database, Registration System, E-Survey and E-Certificates are performed according to CRC Policies. 2. CRC will work according to Kuwait University financial rules and regulations. 3. Refreshments: It is the responsibility of the Organizing Committee to arrange the refreshments for the participants, either through the KU Budget or through the sponsors. If the event is in KU, the Public Relations of the respective Faculty will arrange all the logistical arrangements for the refreshments. | | | | | | | |
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| **Comments:** | | | Click here to enter text. | | | | | | |
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| **Chairperson’s signature:** | | |  | | | | | | |
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| **Director of CRC Approval:** | | |  | **VDR Office Approval:** | | | |  | |